

RULES OF PROCEDURE FOR THE BOARD OF DIRECTORS  
OF THE CEDAR PARK  
COMMUNITY DEVELOPMENT CORPORATION (4B)

Rule 1.1 Regular Meetings. Regular meetings of the Board of Directors of the Cedar Park Community Development Corporation (4B Board) will be held on the 2nd Tuesday of each month, beginning at 6:30 pm and that such meetings shall be held at the City Hall Complex, 450 Cypress Creek Road, except as specifically modified by the 4B Board. Regular meetings of the 4B Board may be held at such other times as may be necessary or beneficial. Public notice of all regular meetings of the 4B Board shall be given as required by the Texas Open Meetings Act, Section 551.001 *et seq.* of the Government Code. (*Resolution No. 4B-R-12-009*)

Rule 1.2 Special Meetings. Special meetings of the 4B Board may be held on such dates and at such times as called by the President or, in his/her absence, the Vice President. Public notice of all special meetings of the 4B Board shall be given as required by the Texas Open Meetings Act, Section 551.001 *et seq.* of the Government Code.

Rule 1.3 Work Sessions. 4B Board may hold work sessions on such dates and at such times as called by the President or, in his/her absence, the Vice President. Such work sessions may coincide with such regular meeting of the 4B Board. Public notice of all 4B Board work sessions shall be given as required by the Texas Open Meetings Act, Section 551.001, *et seq.* of the Government Code.

Rule 1.4 Retreats, Seminars. The 4B Board may hold a retreat or seminar in lieu of the 4B Board regular meeting or work session. Public notice of all 4B Board retreats shall be given as required by the Texas Open Meetings Act, Section 551.001, *et seq.* of the Government Code.

Rule 1.5 Joint Meetings. The 4B Board may hold joint meetings with the City Council or other boards, commissions or task forces in addition to their other meetings. Public notice of all joint meetings shall be given as required by the Texas Open Meetings Act, Section 551.001, *et seq.* of the Government Code.

Rule 1.6 Location of Meetings and Work Sessions. All regular meetings, special meetings, joint meetings and work sessions of the 4B Board shall be held at the City Hall Complex, 450 Cypress Creek Road, unless the President (a) determines that an irresolvable scheduling conflict exists in the use of the Cedar Park Public Library or the Cedar Park City Hall and (b) promptly notifies the 4B Board.

Rule 1.7 Delivery of Minutes to City Secretary. The 4B Board shall promptly deliver to the City Secretary all minutes of regular meetings, special meetings, joint meetings, work sessions, and retreats upon approval thereof.

Rule 1.8 4B Board Reports. The President of the 4B Board or his/her designee shall report to the City Council on the activities of the 4B Board at such time as may be directed by the City Council.

Rule 1.9 Policy Directives. The City Council is ultimately responsible for the establishment of City's policies. The 4B Board is cognizant of the City Council's primary responsibility to establish, approve, disapprove, or modify the City's policies. The 4B Board shall ensure that any policy directive initiated by the 4B Board is reported to and approved by the City Council before issuance of any such policy directive.

Rule 1.10 Rules of Procedure. Upon an affirmative vote, these Rules of Procedure, and any amendments thereto, shall be forwarded to the City Council for their review and approval. Upon the City Council's approval, the Rules of Procedure, or any amendments thereto, shall become effective.

Rule 1.11 Attendance. A position on the 4B Board shall become vacant if a Board member fails to attend either: a) three (3) consecutive; or b) more than fifty percent (50%) of all 4B Board meetings during any twelve (12) month period from appointment or reappointment without being excused by the 4B Board. Absence from any 4B Board meeting shall be excused only for reasons of personal illness, immediate family emergencies or for such other reason that is acceptable to the 4B Board. Attendance shall be taken and noted by the President at the beginning of all meetings with notations as to whether a Board member's absence is excused or not. No absence shall be considered by the 4B Board to be excused unless, prior to the meeting, the Board member contacts either the City staff or the President and indicates such request and the reason for such request.

## Chapter 2: Agenda

Rule 2.1 Preparation of the Agenda. The President or, in his/her absence, the Vice President is responsible for preparing or ensuring the preparation of the Agenda for each meetings, work session, retreat, or seminar.

Rule 2.2 Agenda Categories for 4B Board Meetings: For each 4B Board meeting, the Agenda may contain any of the following categories:

- a. Call to Order;
- b. Roll Call;
- c. Approval of Minutes;
- d. Citizen Communication;
- e. Board Members' Opening Comments;
- f. Presentations by Consultants;
- g. Presentations by Prospects or Applicants;
- h. Discussion and Possible Action on Community Development Projects;
- i. Discussion and Possible Action on Policy and Procedures;
- j. Discussion and Possible Action on Personnel;

- k. Discussion and Staff Presentations;
- l. General Training
- m. Executive Session;
- n. Possible action on Executive Session matters;
- o. Board Members' and Staff Closing Comments; and
- p. Adjournment.

The categories listed above are demonstrative and are not meant or intended to be exclusive.

Rule 2.3 Placement of Agenda Items by Board Members. Any 4B Board member may request the placement of any item on the Agenda. Any Agenda item so requested shall bear the requesting Board member's name on each occasion at which the item appears on the Agenda. A Board member may request the placement of any item on the Agenda (a ) during Board members' Opening Comments or Board members' and Staff Closing Comments; or (b) in writing directed to the President and distributed to the 4B Board.

Rule 2.4 Public Availability of Agenda. In addition to the requirements of the Texas Open Meetings Act, Section 551.001, *et seq.* of the Government Code, the 4B Board Agenda and supporting materials, excluding exempt materials, shall be made available to any member of the public who requests same. However, any member of the public requesting the 4B Board Agenda and supporting materials, excluding exempt materials, shall pay all costs associated with the reproduction of the 4B Board Agenda and/or supporting materials, excluding exempt materials, in accordance with the standards established by the General Services Commission. A copy of the packet distributed to the 4B Board prior to a regular or special meeting, excluding exempt materials, shall be made available to the public at City Hall. The 4B Board Agenda shall also be made available to the public on the City's internet website.

Rule 2.5 Description of Certain Agenda Items. For each Agenda item requiring consideration and/or action by the 4B Board, excluding items on the Executive Session Agenda, the Agenda shall (a) reflect a brief substantive description of the matter for consideration and/or action, (b) identify any staff resource person(s) responsible for the item, and (c) if appropriate, provide a staff recommendation or proposal for action.

### Chapter 3: Conduct of Meetings

Rule 3.1 Chair. The President or, in his/her absence, the Vice President shall preside over and conduct all 4B Board meetings.

Rule 3.2 Secretary. If the Secretary is unable to attend any meeting, the President or Vice President may appoint an acting Secretary for purposes of such meeting.

Rule 3.3 Rules of Procedure. The 4B Board shall determine its own rules of procedure, voting, and order of business except that, upon the request of any member, the

most current form of Roberts Rules of Order shall be followed for the designated item before the Board. (*Resolution No. 4B-R-06-002*)

Rule 3.4      Parliamentarian. The City Attorney or any Assistant City Attorney shall serve as parliamentarian for the 4B Board, who shall construe all applicable procedural rules liberally.

Rule 3.5      Applicant Discussions. Individual Board members shall not meet with or discuss with any Applicant issues subject to the regulation or authority of the 4B Board except within the confines of properly posted and noticed meetings.

Rule 3.6      Presentation by Consultant. A Consultant hired by the 4B Board shall make a presentation when requested by the 4B Board.

Rule 3.7      Presentation by Prospect or Applicant. A Prospect or Applicant for assistance from the Community Development Corporation shall be prepared to make a presentation to or answer any questions from the 4B Board before consideration of a possible action item on such request for assistance. Unless modified by the 4B Board, such presentation shall precede any presentation by the City staff.

Rules 3.8      Presentation by City Staff. With the exception of the Consent Agenda, City staff shall make any presentation necessary for a public hearing or before consideration of a possible action item.

Rule 3.9      Public Presentation. During any public hearing on any matter before the 4B Board, and after any presentation by the Applicant, or his/her agent, and City staff, any other member of the public who desires to address the 4B Board may do so, provided that (a) he/she limits such presentation to three (3) minutes, and (b) he/she fills out and delivers to the 4B Board Secretary a registration card for each Agenda item prior to addressing the 4B Board.

Rule 3.10     Citizen Communications. Any member of the public who desires to address the 4B Board during Citizen Communication may do so, provided that (a) he/she limits such presentation to three (3) minutes, and (b) he/she fills out and delivers to the 4B Board Secretary a registration card identifying the topic on which he/she desires to address the 4B Board.

Rule 3.11     Registration Card. The registration card referred to in Rules 3.9 and 3.10 shall include the following information: (a) full name; (b) business or residential address; (c) business or residential telephone number; (d) representation; (e) Agenda item or topic; and (f) brief statement of position [e.g. for or against an Agenda item or summary of communication].

Rule 3.12     Expansion of Time for Public Presentation and Citizen Communications. The President may expand the time limit set forth in Rules 3.9 and 3.10 for up to an additional five (5) minutes if the presenter requests an extension unless a Board member

objects. In the event of a Board member's objection to a request for extension, the 4B Board shall vote to approve or disapprove the request for extension.

Rule 3.13 Time Keeper. The City Attorney, any Assistant City Attorney, or the Commission's Secretary shall serve as time keeper for any public presentation made to the 4B Board.

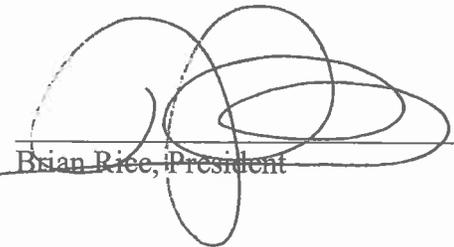
Rule 3.14 Repetitive Presentations. The President may deny any presenter the opportunity to address the 4B Board if the presentation made or offered is repetitive of a presentation previously made.

Rule 3.15 Commission Vote. The 4B Board Secretary or his/her assignee shall maintain, and the minutes shall reflect, the votes made by the 4B Board in open meeting.

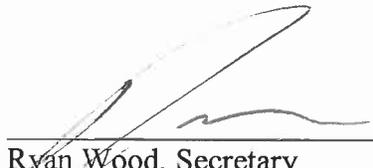
- (a) All votes shall be by show of hands, unless a motion for a division of the assembly is approved by the 4B Board. In the event of a division of the assembly, the 4B Board Secretary or his/her assignee shall poll the 4B Board as directed by the President.

Rule 3.16 Executive Session; Certified Agenda. All executive sessions shall be recorded by certified agenda in conformity with Section 551.001, *et seq.* of the Government Code.

PASSED AND APPROVED the 9<sup>th</sup> day of October, 2012.

  
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Brian Rice, President

ATTEST:

  
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Ryan Wood, Secretary